

**CENTRAL JAMAICA CONFERENCE  
ADVENTIST YOUTH FEDERATION  
Executive Leadership Purpose and Positions**

The purpose of the Youth Federation shall be to:

1. Assist the CJC Youth Department with all Youth initiatives and activities;
2. Furnish relevant communications to Youth Department (local churches);
3. Ensure that all Youth Departments are conforming to the CJC Strategic plan and module and provide relevant training;
4. Provide opportunity for spiritual enrichment and belonging for all Youth;
5. Develop a strategy to fulfil all objectives of the Conference's Strategic plans;
6. Give coordinated assistance for the full support of all phases of Adventist Youth Societies and assist each youth entity with objectives;
7. Promote and encourage its members to engage in well planned outreach and evangelism activities;
8. Plan programs and rallies to enhance and strengthen the Youth Departments of the local churches.

**Job Descriptions**

**President**

1. Ensure the successful running of all youth programs
2. Keep all executive members accountable
3. Ensure smooth operation of the Federation
4. Keep abreast of the activities of the various committees
5. Keep Youth Director abreast of ALL Federation activities and meetings
6. Ensure that all plans fit within the six strategic imperatives of CJC
7. Ensure that the Youth Department's objectives are met in an efficient and effective manner
8. Ensure that all youth programs are being carried out in the local churches
9. Attend all Advisory Meetings
10. Embrace, support and advocate all CJC youth programs above all others
11. Act as a liaison between the Federation and the Central Jamaica Conference's Youth Department
12. Lead the Executive Committee in the planning of programs to further the aims and goals of the Youth Department
13. Set the agenda and chair the Executive meetings of the Federation
14. Ensure ALL reports to the CJC Youth Department are on time
15. Support, visit and collaborate with member Federations within the Conference
16. Represent the Federation at Conference Youth Meetings
17. Perform any other duties as may be assigned by the Youth Director

**Executive Vice President**

1. Establish a database of all AYM Leaders
2. Establish a zonal district of AYM Leaders
3. Ensure that the CJC programs are implemented in each AYM
4. Report **directly** to the president
5. Prepare and submit a quarterly report
6. Liaison with the AY Leaders in the development and execution of youth programmes
7. Serve in the absence or disability of the President or as designated by the President
8. Bring a report of AY society activities to Federation Executive Committee meetings
9. Attend all Executive Committee and other meetings

10. Perform any other duties as may be assigned by the President

### **Secretary**

1. Prepare and distribute minutes at all Executive & Committee Meetings
2. Provide a soft copy of minutes whenever required
3. Ensure that effective filing of all administrative documents is done
4. Ensure that reports are collated from churches and submitted to CJC by the 5<sup>th</sup> of each due month
5. Maintain updated database
6. Assist other Federation Officers with Administrative needs
7. Be responsible for all correspondences of the Federation
8. Attend all Executive Committee meetings and other meetings
9. Submit to the Central Jamaica Conference's Youth Department requisite reports and updates on the work of the Federation.
10. Maintain directory of Youth Leaders in the Federation Zone (i.e. Directors for Adventurer, Pathfinder, Master Guide; AY Leaders and Secretaries)
11. Prepare Federation Calendar of Events to include events for CJC and all Youth Societies in the Federation Zone
12. Perform any other duties as may be assigned by the President

### **Treasurer/Sponsorship**

1. Prepare and submit a budget by November 25 for the ensuing year
2. Provide financial guidance to the other committees
3. Ensure that effective accounting controls and records are kept
4. Authorize all expenditure and monitor expenditure to prevent overspending
5. Ensure that all relevant bills are paid on time
6. Give deadline to each committee to submit budget
7. Ensure that adequate/appropriate insurance is in place
8. Develop a list of 100 people/businesses that can be targeted for project sponsorship
9. Seek sponsorship for various events
10. Keep appropriate and detailed records of all Federation funds and disbursements
11. Disburse funds upon the authorization of the Executive Committee
12. Present financial reports for the Executive Committee and Federation business meetings
13. Cooperate with annual Conference Audit
14. Perform any other duties as may be assigned by the President/Advisory Leader

### **Vice President Spiritual**

1. Develop a plan to develop the spiritual Growth and Unity of youth
2. Develop Prayer teams in all Youth Ministries
3. Oversee a Morning watch implementation Program via social media
4. Engage churches in the Bible Connections and ensure Federation is represented at Conference level
5. Coordinate all activities relating to the area of assignment in collaboration with AY Leaders
6. Coordinate all spiritual activities pertaining to the Federation.
7. Serve as a consultant in the selection of speakers for special Federation meetings/rallies etc.
8. Provide an atmosphere for spiritual growth in the Federation
9. Serve as chair for sub-committees relating to area of assignment
10. Attend all Executive Committee meetings
11. Perform any other duties as may be assigned by the President / Advisory Leader

### **Vice President of Adventurers & Pathfinder Affairs**

1. Ensure that the Adventurer/Pathfinder Director and other club members follow the mandate of the club as set out in the various manuals to meet the needs of the club members
2. Ensure a list of competent examiners are available to recommend to CJC Youth Advisory
3. Develop database of all clubs and have ready for submission by end of January
4. Develop and implement a plan to have all clubs visited and assisted throughout the year
5. Develop and implement a program to start new clubs (March)
6. Develop and chair a Federation Pathfinder/Adventurer committee
7. Assist in preparing the members for investiture
8. Perform any other duties as may be assigned by the President/Advisory Leader

### **Vice President for Education and Personal Development**

1. Develop personal development plan
2. Design a scholarship program
3. Identify persons in need of scholarship and make relevant recommendations
4. Develop and execute the training program for growth seminars
5. Ascertain needs assessment for education of youth; formal and non-formal
6. Prepare and submit a budget to the Treasurer
7. Perform any other duties as may be assigned by the President/Advisory Leader

### **O-SAY- Outreach & Evangelism**

1. Be intimately acquainted with the O-SAY plans of the CJC Youth Department
2. Develop a sustainable plan for meaningful outreach projects
3. Be familiar with what all churches will be doing for Youth Evangelism month—by February
4. Work closely with VP for Spiritual Development
5. Ensure that all first Sabbaths are used for Outreach & Evangelism, in AYS
6. Perform any other duties as may be assigned by the President/Advisory Leader

### **Public Relations Officer**

1. Be intimately acquainted with all plans of the CJC Youth Department
2. Develop a database of ALL youth in Federation
3. Make daily/weekly postings on Facebook, social media
4. Arrange for necessary Press Releases, promotions and advertising in press and electronic media, plus all social media in consultation with your Advisory Leader
5. Prepare and update information for the website
6. Prepare advertising, promotion and marketing plans
7. Prepare and submit a budget to the Treasurer
8. Perform any other duties as may be assigned by the President/Advisory Leader

### **Social & Sports Coordinator**

1. Develop a Social & Sports plan
2. Ensure that the CJC Social & Sports plan is executed
3. Spearhead the organization of the inter-district/ Federation Sports Days
4. Help to coordinate socials for each church as needed
5. Prepare and submit a budget to the Treasurer
6. Perform any other duties as may be assigned by the President/Advisory Leader

### **Ambassador Coordinator:**

1. Develop strategies to implement the objectives of the Ambassador Ministry in alignment with the Central Jamaica Conference (CJC) Youth Department.
2. Assist local churches in forming and maintaining vibrant Ambassador clubs.
3. Provide training and resources to empower leaders and members within the Ambassador program.
4. Monitor and evaluate the performance and growth of Ambassador clubs in the Federation.
5. Promote and encourage involvement in outreach and evangelism activities tailored to young adults.
6. Organize Federation-level programs, rallies, and events to strengthen the Ambassador ministry.
7. Collaborate with other coordinators and departments to ensure a unified approach to youth ministry.

### **Public Campus Ministries Coordinator:**

1. Serve as the primary liaison between the CJC Youth Department and Public Campus Ministries in the Federation.
2. Foster relationships with students and staff on public campuses to promote Adventist principles.
3. Support the establishment of Adventist Student Associations on public campuses.
4. Plan and execute spiritual enrichment programs for students on campuses.
5. Organize campus-based outreach and evangelism initiatives.
6. Provide mentorship and guidance to student leaders in their roles.
7. Facilitate communication between campus ministries and local churches for mutual support and collaboration.

### **AY Leader**

1. Must be a locally appointed Adventist Youth Leader
2. Liaise with the Executive Vice President in the development and execution of youth programmes
3. Serve as the Federation's focal point in the local church
4. Provide the Federation with church/youth Calendar of Events
5. Attend Federation Executive Committee meetings. In his/her absence a member of the leader's local AYS executive may attend the committee meeting.

### **Main Parish Coordinator (Limited to Parish)**

1. Reports directly to the Youth Director, Scope of work is as assigned by Youth Director
2. To advise, encourage and support the members of the Federation
3. To serve as a guide to the Federation Presidents and other Area Coordinators in the Parish for smooth operations
4. Coordinate the parish and all Federations for unity of purpose and work
5. Assist with the Youth Director's influence and vision in the parish
6. Ensure that the CJC/Parish Strategic plans/objectives are being met
7. Attend Federation Executive Committee meetings and recommend strategy change for goal accomplishment
8. Recommend to the Youth Director ALL perceived hindrances, threats and/or divisions
9. Serve as the Youth Directors voice (as instructed by Director) in parish meetings
10. Perform any other duties as may be assigned by the Youth Director

### **Lay Sponsor Responsibilities:**

1. **Advise and Support:** Provide guidance, encouragement, and spiritual support to the Federation Executive Committee and local Adventist Youth Ministries (AYM) leaders.
2. **Mentorship:** Act as a mentor to youth leaders, offering counsel on effective ministry and leadership strategies.
3. **Representation:** Represent the interests and needs of the Federation and youth ministries at local church boards and meetings.

4. **Program Assistance:** Assist in planning, organizing, and executing youth programs and initiatives within the Federation.
5. **Advocacy:** Advocate for the youth at various church levels, ensuring their needs and contributions are acknowledged and supported.
6. **Conflict Resolution:** Serve as a mediator in resolving challenges or conflicts that may arise within the Federation or local youth ministries.
7. **Communication:** Maintain open lines of communication with the Federation, the local church, and the Central Jamaica Conference (CJC) Youth Department to ensure alignment of objectives and strategies.

**Pastoral Advisor/Sponsor (All pastors are sponsors)**

**The main:** A Senior Pastor or an Associate Pastor as assigned by the Youth Director

1. Advise, encourage and support the members of the Executive Committee
2. Serve as a guide or counselor to the AY Society officers
3. Attend AY Society Committee meetings in their District
4. Provide counsel to the youth and Federation
5. Work with the Youth leader in bringing the needs of the society/Federation before the church boards
6. Attend Federation Executive Committee meetings
7. Serve as the Youth's voice in Pastors' meetings